

Dear Parent / Guardian,

Enclosed is a form containing the District's **Transportation Procedures and Safety Rules** for student conduct on the school bus. Compliance with these safety rules will help us ensure the safety of your child and others.

Please review the enclosed form with your child. After reviewing, please sign it and return the top (white) copy to your child's driver. **Please return this form immediately to ensure continued eligibility for transportation services.** Keep the yellow copy of this form for your files and future reference.

As a reminder:

1. All secondary school students (high school and middle school) will be required to **display** their district provided **student identification card to the driver** as they board the school bus. If your child is eligible for district provided transportation services, a **bus icon** will be displayed on the card.
2. **Student disciplinary procedures** for misconduct on the school bus are identified on the back page of the enclosed "Transportation Procedures and Safety" form. When student misconduct occurs on the bus, a copy of the "Report of Student Misconduct" will be forwarded to you **via e-mail** or U.S. mail.

We encourage you to meet and get to know your child's school bus driver. Effective communications between parents, students and the driver will help resolve concerns at the lowest possible level. We look forward to working with you to ensure the safest and best possible service for your child. Our goal is to continue to keep the Yellow School Bus as the safest means of transportation in the world.

If you have any questions or concerns about your child's transportation service, please call us at 520-2940.

Sincerely,

W. L. (Bill) Bair

Colorado Springs School District 11 Transportation Procedures and Safety Rules

Student's Name _____ Date _____
(Please Print)

Parent/Guardian Name _____
(Please Print)

School _____ Grade _____ Route # _____

Please complete and return the top (white) copy of this form to the bus driver.

Safety Rules – Waiting For / Departing Bus

1. **Be on time at your designated bus stop.** Students shall be at their assigned stops **FIVE minutes before** the bus is scheduled to depart. The bus cannot wait for those who are tardy. Board and exit the bus at your designated stop each day.
2. **Do not play in the street or on private property.** Wait for the bus in a safe place – well off the roadway.
3. **Wait until the bus comes to a complete stop before entering.** Once the bus has come to a complete stop and the door is opened, enter in an orderly manner. **All secondary students shall display their District Identification Card to the driver as they board the bus.** Go to your seat immediately. (Traffic has stopped for student loading, so it should be done as quickly and safely as possible.)
4. **When loading at school, all students must be on their bus by departure time.** For safety, once the driver has closed the door, and the buses have started to roll, students **will not** be allowed to get on their bus. Do not run after the bus.
5. **After leaving the bus, cross at a designated street crossing where possible.** If a designated street crossing is not available, walk **10 feet in front of the bus** and wait until your driver ensures that it is safe and instructs you to cross. Do not cross behind the bus.

Safety Rules – On the Bus

1. **Follow all instructions from the school bus driver. Treat everyone (school bus driver, motoring public and fellow passengers) with courtesy and respect. INAPPROPRIATE CONDUCT, USE OF OBJECTIONABLE LANGUAGE, OR ABUSE OF OTHERS WILL NOT BE TOLERATED.**
2. **Do not extend objects, hands or head out the bus window.** Serious injury could result.
3. **Remain quiet and orderly.** Students will be assigned to a specific seat. Stay seated; seat to seat, back to back. Do not distract the driver. Keep the aisle clear. Talk quietly while on the bus. Be totally silent at all railroad crossings.
4. **Keep your belongings in your backpack. Items NOT allowed on the bus:** animals, skateboards, scooters, balloons, laser pointers, weapons, or explosive items, any tobacco products, matches, lighters or any item that is a health or safety hazard. The driver has authority to secure all objects.
5. **Special Considerations.** Eating and/or drinking on buses is prohibited. Musical instruments will only be transported when space is available and they can be transported safely. Vandalism to the bus will be charged to the student and/or the parent/guardian.

***Additional information:** Violations of school bus rules will be handled on an individual basis between rider and driver. If a problem continues, parents will be contacted and progressive actions taken by school officials and/or the Transportation Department. (See reverse side for consequences.) Immediate loss of transportation may occur depending on the severity of the violation. Remember, school bus transportation **is a privilege, not a right**; school bus transportation can be suspended for willful misconduct or endangering the overall safety of the school bus or its occupants.*

Videotaping. Videotaping will occur at random during the school year on your student(s) route. Students will not be notified when a recording device has been installed and is in use. Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act.

We have read and discussed the bus rules and the progressive disciplining steps, on the back of this form, with our child and agree to follow them.

Parent/Guardian's Signature

Home Phone Work Phone

Parent's E-mail Address (Please Print)

Home Address (Please Print)

Student's Signature

White Copy – Transportation Department, Yellow Copy – Parent/Guardian

If the school bus safety rules are not followed, the following will happen:

1. First Incident. The driver will counsel the student. The driver will contact the parent and request assistance in correcting the student's misconduct. A copy of the "Report of School Bus Misconduct" will be e-mailed / mailed to the parent and the student's school transportation point of contact (principal / assistant principal).
2. Second Incident. The driver will counsel the student. The driver will contact the parent and request assistance in correcting the student's misconduct. A copy of the "Report of School Bus Misconduct" will be e-mailed / mailed to the parent and the student's school transportation point of contact (principal / assistant principal).
3. Third Incident. The driver will counsel the student. A supervisor from the Transportation Department will contact the parent and request assistance in correcting the student's misconduct. On this, the third reported incident, the student **will lose all district provided transportation privileges for 3 school days.** Parents are responsible for their child's transportation to and from school during this time. A copy of the "Report of School Bus Misconduct" letter with action taken will be e-mailed / mailed to the parent and the student's school transportation point of contact (principal / assistant principal).
4. Fourth Incident. The driver will counsel the student. A supervisor from the Transportation Department will contact the parent and request assistance in correcting the student's misconduct. On this, the fourth reported incident, the student **will lose all district provided transportation privileges for 10 school days.** Parents are responsible for their child's transportation to and from school during this time. A copy of the "Report of School Bus Misconduct" letter with action taken will be e-mailed / mailed to the parent and the student's school transportation point of contact (principal / assistant principal). A conference will be conducted by a Transportation Supervisor at the D-11 Facilities, Operations and Transportation Center prior to reinstatement of bus riding privileges. The following individuals shall be in attendance: the parent / guardian, the student and the bus driver.
5. Additional Incidents. Additional incidents will result in removal from the bus for **the remainder of the school year.** End of year violations / disciplinary actions may carry over to the beginning of the following school year. Parents are then responsible for their child's transportation to and from school.

NOTE: Immediate loss of transportation privileges may occur depending on the severity of the violation. (May include but is not limited to: weapons on the bus, drugs, physical violence, vandalism, actions that may adversely impact the safety of others, etc.) These violations may be subject to additional school / district administrative and / or disciplinary action.